

CALIFORNIA HISTORICAL RESOURCES INFORMATION SYSTEM
INFORMATION CENTER RULES OF OPERATION MANUAL

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The California Historical Resources Information System (CHRIS) operates as a repository of contributed information regarding historical resources in California; it is administered by the California Office of Historic Preservation, and financed, in part, by the United States Department of the Interior, National Park Service. Information contained in the CHRIS is derived from the accumulated observations and assessments reported by individuals and organizations, and therefore the CHRIS Information Centers, Office of Historic Preservation, and the Department of the Interior are not responsible for the accuracy or use of this information. The following Rules of Operation Manual (Manual) for the CHRIS Information Centers does not necessarily reflect the views or policies of the Department of the Interior, nor does mention of trade names or commercial products constitute endorsement or recommendation of them by the CHRIS Information Centers, the Office of Historic Preservation, or the Department of the Interior. Comments and questions about the Manual or the CHRIS should be directed to:

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Office of Equal Opportunity
National Park Service
1849 C Street, N.W.
Washington, D.C. 20240

List of amendments to the 2008 Manual:

July 21, 2008: This page was modified to include the list of amendments. The address for the Eastern Information Center was added to Section VII, and the same address and payee information was added to the Historical Resources Consultants List Format and Fee Worksheet. Additional spaces were added on the Confidential Records Search Request Form to allow records search radii to be specified.

July 25, 2008: References to several minimum experience requirements were made internally consistent in Appendices 6, 7, 10, and the corresponding standalone forms at the end of the Manual. The page break was adjusted for the standalone Historical Resources Consultants List Application: Archaeology.

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SECTION I: INTRODUCTION

Pursuant to federal and state law¹, the California State Historical Resources Commission (SHRC) directs the State Historic Preservation Officer (SHPO) to maintain an inventory of historical resources in California. The SHPO meets this responsibility via the California Historical Resources Information System (CHRIS), which is administered by the Office of Historic Preservation (OHP) under SHPO authority. Historical resources information comprising the CHRIS Inventory is organized by county and managed by regional CHRIS Information Centers. The Information Centers house records, reports, maps, and other documents and materials relating to historical resources, and provide information and recommendations regarding such resources on a fee-for-service basis.

CHRIS Information Centers		Counties Served
North Coastal Information Center	NCOIC	Del Norte, Humboldt
Northwest Information Center	NWIC	Alameda, Colusa, Contra Costa, Lake, Marin, Mendocino, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, Sonoma, Yolo
Northeast Information Center	NEIC	Butte, Glenn, Lassen, Modoc, Plumas, Shasta, Sierra, Siskiyou, Sutter, Tehama, Trinity
North Central Information Center	NCIC	Amador, El Dorado, Nevada, Placer, Sacramento, Yuba
Central California Information Center	CCIC	Alpine, Calaveras, Mariposa, Merced, San Joaquin, Stanislaus, Tuolumne
Central Coast Information Center	CCOIC	San Luis Obispo, Santa Barbara
Southern San Joaquin Valley Information Center	SSJVIC	Fresno, Kern, Kings, Madera, Tulare
Eastern Information Center	EIC	Inyo, Mono, Riverside
San Bernardino Archaeological Information Center	SBAIC	San Bernardino
South Central Coastal Information Center	SCCIC	Los Angeles, Orange, Ventura
South Coastal Information Center	SCIC	San Diego
Southeast Information Center	SEIC	Imperial

This Rules of Operation Manual (Manual), adopted by the SHRC on April 23, 2008, specifies types of CHRIS information and rules of operation for the CHRIS and its constituent Information Centers with respect to access to information, processing of historical resources records and reports, records searches, listing of historical resources consultants, service fees, hours, and restrictions on activities of Information Center personnel as related to the CHRIS. The Manual supercedes the previous *California Historical Resources Information System Information Center Procedural Manual* (OHP 1995) and reflects several years of consultation between Information Center Coordinators and their staffs, the OHP, and the SHRC Information Center Procedural Advisory Committee conducted in an ongoing effort to refine the CHRIS and its role in the protection and preservation of historical resources, addressing growing demands upon the CHRIS, management responsibilities of government agencies, and the broad array of concerns inherent to Native American communities, archaeologists, historians, architectural historians, land-use planners, commercial developers, and the public. A forthcoming amendment to the Manual will specify complementary rules of operation governing the use and management of CHRIS information in electronic (digital) format.

¹ National Historic Preservation Act, 16 U.S.C. 470a (b) (3) (A) and California Public Resources Code §§ 5020.4 (a) (2) and 5024.6 (n).

SECTION II: TYPES OF CHRIS INFORMATION

The CHRIS maintains a wide range of documents and materials relating to historical resources. As used herein, "historical resources" comprise buildings, structures, objects, sites, landscapes, districts, and all manner of properties associated with past human activities. Historical resources in the CHRIS Inventory include those that have and those that have not undergone formal evaluation by federal, state, or local government agencies with respect to their historical significance². Pursuant to federal and state law³, information within the CHRIS pertaining to historical resources of an archaeological nature is managed as confidential, with access to and release of said information determined as specified in Section III of this Manual.

- (A) Information maintained at each Information Center regarding historical resources within the county or counties (see Appendix 1 for county abbreviations and codes) an Information Center serves includes, but is not limited to:
- (1) Resource Records (a series of recordation forms describing the location and content of a historical resources property); all Resource Records in the CHRIS are identified by a unique Primary Number and may also be identified by a unique Trinomial;
 - (2) Resource Location Maps (United States Geological Survey [USGS] 7.5' topographic quadrangle maps on which the locations and boundaries of recorded historical resources are delineated);
 - (3) Resource Database (select information regarding historical resources in that portion of the CHRIS Inventory maintained at an Information Center);
 - (4) Reports (documents pertaining to historical resources [other than Resource Records]); all Reports in the CHRIS are identified by a unique Report Number;
 - (5) Report Location Maps (USGS 7.5' topographic quadrangle maps on which the locations and boundaries of specific geographic areas investigated with regard to historical resources are delineated);
 - (6) Report Database (select bibliographic information regarding Reports filed at an Information Center);
 - (7) National Register (historical resources included in the National Register of Historic Places);
 - (8) OHP Archaeological Determinations of Eligibility (archaeological resources assessed by the OHP with respect to National Register eligibility);
 - (9) California Register (historical resources included in the California Register of Historical Resources);
 - (10) California State Historical Landmarks;
 - (11) California State Points of Historical Interest;
 - (12) OHP Historic Properties Directory; and

² California Public Resources Code §§ 5020.1(h-l, o), 5021, 5024.1, and 21083.2, and Title 14 California Code of Regulations Section 4852.

³ National Historic Preservation Act, 16 U.S.C. 470w-3(a) and California Government Code § 6254.10.

- (13) *California Inventory of Historical Resources* (OHP 1976).
- (B) Individual Information Centers may also maintain specific regional information relating to historical resources within the county or counties they serve, including, but not limited to:
 - (1) Local historical resources inventories;
 - (2) General Land Office plat maps;
 - (3) Historical and ethnographic maps, atlases, and photographs;
 - (4) Mining, soil survey, and other geological maps or reports;
 - (5) Ethnographic literature;
 - (6) Historical literature such as local histories, cemetery records, and U.S. Post Office locations;
 - (7) Bridge, shipwreck, and local building inventories;
 - (8) Handbooks, textbooks, and other publications in archaeology, history, architecture, and historic preservation; and
 - (9) Historic contexts.

SECTION III: ACCESS TO CHRIS INFORMATION

- (A) Unless otherwise prohibited by law, all CHRIS information pertaining to historical resources may be released to an individual who:
 - (1) Meets the minimum qualifications of a professional in the disciplines of Archaeology, Architectural History, Architecture, Historic Architecture, or History as defined in the Secretary of Interior's Standards (see Appendix 2); or
 - (2) Meets the requirements of the California State Personnel Board for the positions of Associate State Archaeologist or State Historian II (see Appendix 2); or
 - (3) Is working under the supervision of an individual who qualifies for access to CHRIS information under (A)(1) or (A)(2) criteria, and who assumes full responsibility for the disposition of said information.
- (B) An individual seeking to establish their qualifications for access under Section III(A)(1-2) criteria to all CHRIS information at an Information Center shall file a completed Statement of Qualifications for Access to CHRIS Confidential Information (see Appendix 3) and a copy of their professional curriculum vitae with the relevant Information Center.
- (C) All CHRIS information pertaining to historical resources located on private property may be released to the owner of said property. The request for information shall be submitted as specified in Section VI(A) of this Manual and accompanied by proof of ownership (copy of deed or current tax record for subject property).
- (D) Access to CHRIS information may also be directed by a memorandum of agreement between an Information Center and, as appropriate, local, state, or federal government agencies, federally recognized Native American tribes, or other interested parties and organizations. The OHP may be consulted in formulating such memoranda of agreement.
- (E) The California Native American Heritage Commission and its staff shall be afforded access to all CHRIS information as necessary for the performance of Commission duties.
- (F) Individuals not otherwise granted access to CHRIS information under Section III(A-E) rules may receive summaries of CHRIS confidential information. These summaries may include identification of the presence or absence, quantity, and general character of historical (cf. archaeological) resources within a specific geographic area (see Section VI[C]).
- (G) Access to CHRIS non-confidential information shall be unrestricted.
- (H) Requests for CHRIS information shall be submitted in writing to the relevant Information Center(s), defining the specific geographic area and purpose for which the information is needed, and accompanied by a signed Access Agreement (see Appendix 4).
- (I) An Information Center shall assign a unique identifier to each Access Agreement (see Appendix 4) filed with the Information Center.
- (J) Information Centers shall charge for access to CHRIS information and other rendered services in accordance with the Service Fee Schedule specified in Section VIII of this Manual.
- (K) Access to CHRIS information may be denied by an Information Center Coordinator for, but not limited to, any of the following reasons:
 - (1) Misrepresentation of information provided with Statement of Qualifications for Access to CHRIS Confidential Information (see Appendix 3);

- (2) Failure to comply with terms and conditions of the Access Agreement (see Appendix 4);
 - (3) Refusal to pay for Information Center services received after two billings and sixty (60) calendar days;
 - (4) Disruption of Information Center operations; or
 - (5) Damage to Information Center files, documents, or equipment.
- (L) A denial of access to CHRIS information by an Information Center Coordinator shall be provided in writing by the Information Center Coordinator to the individual being denied access. This notification shall state the reason(s) for the denial of access and also be provided to all Information Center Coordinators, the CHRIS Coordinator, and the SHPO. An appeal of the denial shall be submitted in writing to the relevant Information Center Coordinator and provide a statement of the basis of the appeal with supporting documentation as appropriate. The Information Center Coordinator shall respond in writing to the appeal within 21 calendar days and provide copies of the response to all Information Center Coordinators, the CHRIS Coordinator, and the SHPO. In the event that an Information Center Coordinator does not reinstate access, the individual denied access may then appeal the denial to the CHRIS Coordinator. This appeal shall be submitted in writing with supporting documentation as appropriate. The CHRIS Coordinator shall consult with the relevant Information Center Coordinator and respond in writing to the appeal within 21 calendar days of its receipt. The decision of the CHRIS Coordinator shall be final.

SECTION IV: RESOURCE RECORD PROCESSING

- (A) Resource Records received by an Information Center for review and inclusion in the CHRIS Inventory shall meet the following minimum requirements.
- (1) Records shall be submitted using the appropriate California Department of Parks and Recreation (DPR) recordation forms (523A-L) and completed in accordance with the OHP *Instructions for Recording Historical Resources Manual* (1995).
 - (2) Records submitted to obtain a Primary Number shall include a Primary Record (523A) and a Location Map (523J).
 - (3) Records submitted to obtain a Trinomial shall include a Primary Record (523A), an Archaeological Site Record (523C), a Location Map (523J), and a Sketch Map (523K); or, in the case of a linear property, a Primary Record (523A), a Linear Feature Record (523E), and a Location Map (523J).
 - (4) The Location Map (523J) accompanying a record shall clearly depict the location and boundaries of the recorded property on a 1:1 facsimile (i.e., neither enlarged nor reduced) of that portion of the relevant USGS 7.5' topographic quadrangle map.
 - (5) Records shall be paginated continuously (i.e., Page 1 of X, Page 2 of X,...), not by individual DPR forms.
 - (6) The reference North American Datum used to derive Universal Transverse Mercator (UTM) coordinates of a recorded property shall be noted on the Primary Record (523A). If Global Positioning System (GPS) technology was used in mapping the property and computing UTM or other spatial coordinate data, the specific GPS program/model and its operational parameters shall also be noted on the Primary Record.
- (B) All Resource Records that meet the minimum requirements specified in Section IV(A) shall be reviewed in accordance with the OHP *Instructions for Recording Historical Resources Manual* (1995).
- (C) All Resource Records received by Information Centers shall be reviewed and processed within ninety (90) calendar days. If a record(s) cannot be reviewed and processed within this period of time, the submitter shall be notified.
- (D) In the event a Resource Record contains significant discrepancies or inconsistencies, the Information Center shall contact the submitter for clarification and correction. Information Center review timelines specified in Section IV(C) shall also apply to re-submitted records.
- (E) A Primary Number shall consist of the letter P (for Primary Record), the two-digit code for the relevant county (see Appendix 1), and a sequentially assigned six-digit number (e.g., P-33-000010 refers to the tenth Primary Number assigned in Riverside County). No other digits or letter codes shall be incorporated into Primary Numbers.
- (F) A Trinomial shall consist of the two-letter code CA (for California), the three-letter code for the relevant county (see Appendix 1), and a sequentially assigned number (e.g., CA-RIV-3 refers to the third Trinomial assigned in Riverside County). In addition, an Information Center may add a suffix that indicates the presence of "prehistoric" or "historical" (see Glossary) materials at a recorded property. Use of this suffix shall be based on information provided in Section P6 of the Primary Record (523A). The lack of a suffix shall indicate the presence of exclusively prehistoric materials; the suffix H shall indicate the presence of exclusively historical materials; and the suffix /H shall indicate the presence of prehistoric and historical materials. Subsequent recordation may change the suffix assigned.
- (G) Information Centers shall not re-assign voided Primary Numbers or Trinomials.

- (H) The Resource Record for a property located within multiple counties shall be assigned a Primary Number and Trinomial, as appropriate, specific to each county.
- (I) Resource Records comprising an initial recording of a property or an update of a previously recorded property shall be processed by an Information Center as follows.
 - (1) If the record is an initial recording:
 - (a) Assign Primary Number and, when applicable, Trinomial;
 - (b) Plot the location and boundaries of the property on the relevant Resource Location Map;
 - (c) Place Primary Number and, when applicable, Trinomial in the upper right corner on each page of the record; and
 - (d) Update Resource Database (see Section IV[K]) accordingly.
 - (2) If the record is an update of a previously recorded property:
 - (a) Place previously assigned Primary Number and Trinomial in the upper right corner on each page of the update record;
 - (b) Place the update record at the front of the file containing the previous Resource Record;
 - (c) In the event that the property boundaries reported with the update record differ from those previously delineated, revise boundaries on the relevant Resource Location Map accordingly; and
 - (d) Update Resource Database accordingly.
 - (3) If records are submitted that divide a previously recorded property into two or more separate properties:
 - (a) Maintain the previous Resource Record as a separate recording, and retain the Primary Number and Trinomial of the previously recorded property and its location and boundaries on the relevant Resource Location Map;
 - (b) Process and maintain the new records per Section IV(I)(1);
 - (c) Place a page referencing the Primary Numbers assigned to the new records at the front of the file containing the previous Resource Record;
 - (d) Place a page referencing the Primary Number assigned to the previous Resource Record at the front of the files containing the new records;
 - (e) Revise Primary Number and Trinomial concordance accordingly; and
 - (f) Update Resource Database accordingly.
 - (4) If the record submitted combines separate, previously recorded properties into a single property:
 - (a) Maintain previous Resource Records as separate recordings, and retain the Primary Numbers and Trinomials of the previously recorded properties and their locations and

- boundaries on the relevant Resource Location Map;
 - (b) Process and maintain the new record as per Section IV(I)(1);
 - (c) Place a page referencing the Primary Number assigned to the new record at the front of the files containing the previous Resource Records;
 - (d) Place a page referencing the Primary Numbers assigned to the previous Resource Records at the front of the file containing the new record;
 - (e) Revise Primary Number and Trinomial concordance accordingly; and
 - (f) Update Resource Database accordingly.
- (J) Information Centers shall notify submitters of Resource Records of Primary Number and Trinomial assignments within the timelines specified in Section IV(C).
- (K) Each Information Center shall maintain a database regarding historical resources in the CHRIS Inventory at the Information Center. At a minimum, this Resource Database shall indicate:
- (1) Primary Number;
 - (2) Trinomial (if assigned);
 - (3) Primary Number or Trinomial voided (check box);
 - (4) Resource Record(s) missing (check box);
 - (5) Other Resource Identifier(s);
 - (6) Confidential or Non-Confidential Resource Record (check box);
 - (7) Relevant Resource Location Map(s);
 - (8) Address of recorded property (if applicable);
 - (9) Age (prehistoric, historic, or unknown as applicable);
 - (10) Recorder(s);
 - (11) Date(s) recorded;
 - (12) California Historical Resource Status Code;
 - (13) Archaeological materials collected (check box);
 - (14) Report Numbers of Reports addressing recorded property (serves as cross-reference to Report Database); and
 - (15) Metadata (administrative notes regarding database entries).

SECTION V: REPORT PROCESSING

- (A) Reports pertaining to historical resources and accepted for inclusion in the CHRIS shall meet the following minimum requirements.

- (1) Reports shall be typewritten or computer generated.
- (2) Reports shall be fully paginated.
- (3) Reports shall be submitted unbound.

Reports shall include a map delineating the specific geographic area of investigation. Unless otherwise arranged with the Information Center accepting a Report, this map (or series of maps) shall consist of a 1:1 facsimile (i.e., neither enlarged nor reduced) of that portion of the relevant USGS 7.5' topographic quadrangle map and on which the boundaries of the investigated area are clearly depicted.

- (B) All Reports accepted by Information Centers shall be identified by unique Report Numbers. A Report Number shall consist of the two-letter code for the relevant county (see Appendix 1) and a sequentially assigned five-digit number (e.g., RI-00010 refers to the tenth Report Number assigned in Riverside County). No other digit or letter codes shall be incorporated into Report Numbers. A Report relating to areas or locations within multiple counties shall be assigned a Report Number specific to each county.

- (C) The geographic area of investigation delineated in each Report accepted by an Information Center shall be plotted on the relevant Report Location Map and labeled with the applicable Report Number. In the case of a Report on a geographic area lacking specifically established boundaries (e.g., regional historical resources overviews, syntheses, or management plans), the Report Number shall be noted on the margin of each Report Location Map falling within the general geographic area addressed in the Report.

- (D) Each Information Center shall maintain a bibliographic database of Reports filed at the Information Center. At a minimum, this Report Database shall include:

- (1) Report Number;
- (2) Report Number voided (check box);
- (3) Report missing (check box);
- (4) Author(s);
- (5) Other Report Identifier;
- (6) Year;
- (7) Title;
- (8) Total number of pages;
- (9) Affiliation (consulting firm, government agency, educational institution, or other organization responsible for Report);
- (10) Type of Report;
- (11) Relevant Report Location Map(s);

- (12) Address of investigated property (if applicable);
- (13) Unrecorded or informally recorded historical resources identified (check box);
- (14) Archaeological materials collected (check box);
- (15) Contains confidential information (check box);
- (16) Primary Numbers of historical resources properties addressed in Report (serves as cross-reference to Resource Database); and
- (17) Metadata (administrative notes regarding database entries).

SECTION VI: RECORDS SEARCHES

Records searches are the primary means through which CHRIS information is disseminated. A records search consists of a review of historical resources data on file at an Information Center regarding a specific geographic area. There are three categories of records searches: confidential; non-confidential; and as specified under a memorandum of agreement. Records searches may be conducted by Information Center staff or in person by an individual(s) who qualifies for access to CHRIS confidential information as specified in Section III of this Manual. Resource Location Maps and Report Location Maps maintained at an Information Center shall not be photocopied or photographed.

An individual wishing to conduct their own In-House Records Search shall make an appointment with the relevant Information Center no less than twenty-four (24) hours in advance. If the appointment cannot be kept, the Information Center shall be given at least twenty-four (24) hours notice or the individual may be subject to a cancellation fee as specified in Section VIII of this Manual.

Information Centers shall charge for records searches in accordance with the Service Fee Schedule specified in Section VIII of this Manual.

- (A) All records search requests shall be submitted in writing and include the following.
 - (1) A statement of the purpose for which the information is needed.
 - (2) A reference for the request (e.g., project name or number, title of study, or street address if applicable).
 - (3) A signed Access Agreement (see Appendix 4).
 - (4) A 1:1 facsimile (i.e., neither enlarged nor reduced) of that portion of the relevant USGS 7.5' topographic quadrangle on which:
 - (a) The name of the map is identified; and
 - (b) The boundaries of the records search area are clearly depicted.
- (B) A Confidential Records Search is available to individuals who qualify for access to all CHRIS information as specified in Section III of this Manual. All requests for this category of records search shall include a completed Confidential Records Search Request Form (see Appendix 5).
- (C) Non-confidential Records Searches conducted by Information Center staff provide results in checklist or narrative formats.
 - (1) A Non-Confidential Summary Records Search reports the following in checklist format:
 - (a) Presence or absence of recorded historical resources within the records search area, and their Primary Number and Trinomial designations as applicable;
 - (b) Previous studies related to the records search area and their respective Report Numbers;
 - (c) An assessment of the potential presence of unknown historical resources within the records search area; and,
 - (d) Recommendations regarding the need for historical resource studies within the records search area.

- (2) A Non-Confidential Extended Records Search reports the following in narrative format:
- (a) Presence or absence of recorded historical resources within the records search area, and their Primary Number and Trinomial designations as applicable;
 - (b) Presence of known but as yet unrecorded historical resources within the records search area;
 - (c) Previous studies related to the records search area and their respective Report Numbers;
 - (d) A general description of known historical resources within the records search area;
 - (e) An assessment of the potential presence of as yet unrecorded historical resources within the records search area;
 - (f) A list of the additional sources of information consulted in this assessment; and
 - (g) Recommendations regarding the need for historical resource studies within the records search area.
- (D) Records searches may also be arranged under a memorandum of agreement between an Information Center and, as appropriate, local, state, or federal government agencies, federally recognized Native American tribes, or other interested parties and organizations. The OHP may be consulted in formulating such memoranda of agreement.

A records search conducted by an Information Center shall be completed within forty-five (45) calendar days of the request. The Information Center shall notify the individual requesting the records search and make appropriate arrangements if it is anticipated that the records search will require more than forty-five (45) calendar days to complete, exceed \$1000.00 in total cost, or exceed the total fee limit indicated on the Confidential Records Search Request Form (Appendix 5).

Records searches shall be invoiced within forty-five (45) calendar days of completion. Payment for a records search is due within sixty (60) calendar days of billing date.

SECTION VII: HISTORICAL RESOURCES CONSULTANTS LIST

The CHRIS Coordinator shall designate one of the regional Information Centers to maintain a Historical Resources Consultants List and make it available to individuals, businesses, government agencies, and other parties and organizations seeking the services of a Historical Resources Consultant. This list consists of individuals who, based on the information provided with their Consultants List Applications, meet the minimum qualifications of a professional in the disciplines of Archaeology, Architectural History, Architecture, Historical Architecture, or History as defined in the Secretary of Interior's Standards (see Appendix 2), and who have requested to be included in the Consultants List. The Consultants List shall be organized alphabetically by county, discipline, and person or consulting firm, and contain the following disclaimer.

This list consists of individuals who, based on the information they have provided, meet the minimum qualifications of a professional in the disciplines of Archaeology, Architectural History, Architecture, Historical Architecture, or History as defined in the Secretary of Interior's Standards (36 CFR 61), and who have requested to be included in the list. It is not a listing of all individuals who qualify as professionals in these disciplines under the Secretary of Interior's Standards and does not constitute an endorsement of any listed individual or consulting firm by the Office of Historic Preservation or CHRIS Information Centers. Questions regarding this Consultants List should be directed to: Coordinator, Eastern Information Center, c/o Dept. of Anthropology, University of California Riverside, Riverside, CA 92521-0418 or CHRIS Coordinator, Office of Historic Preservation, P. O. Box 942896, Sacramento, CA 94296.

Inclusion in the Consultants List shall be determined on the basis of the individual professional. Requests to be listed shall be submitted in writing to the Information Center maintaining the Consultants List, accompanied by a copy of the individual's professional curriculum vitae, a completed Consultants List Application for each discipline under which a listing is desired (see Appendices 6 through 10), and a completed Consultants List Format and Fee Worksheet (Appendix 11). The Information Center maintaining the Consultants List shall charge for listings in accordance with the Service Fee Schedule specified in Section VIII of this Manual.

SECTION VIII: SERVICE FEE SCHEDULE

Information Centers shall charge fees for access to CHRIS information and other services in accordance with the following schedule unless otherwise specified in a memorandum of agreement or separately approved by the SHRC. This Rate Schedule shall be posted at each Information Center. Fee payments shall be received and the funds managed by individual Information Centers or their host institutions. Payments are due within sixty (60) calendar days of receipt of billing.

- (A) Records Search conducted by Information Center staff.
 - (1) Staff Time: \$150.00 minimum plus \$75.00 per one-half hour, or portion thereof, after first hour.
 - (2) Photocopy: \$0.15 per page.
 - (3) Fax: \$1.00 per page.
- (B) Fees for services not related to record searches performed by Information Center staff.
 - (1) Staff Time: \$40.00 minimum plus \$20.00 per one-half hour, or portion thereof, after first hour.
 - (2) Photocopy: \$0.15 per page plus staff time.
 - (3) Fax: \$1.00 per page plus staff time.
 - (4) Information Center Resource Database or Report Database printout: \$0.15 per page plus staff time.
- (C) In-House Records Search conducted by qualified individuals as specified in Section VII of this Manual.
 - (1) Access Fee: \$100.00 minimum per person plus \$50.00 per person per one-half hour, or portion thereof, after first hour (see NOTE below).
 - (2) Photocopy: \$0.15 per page plus staff time if staff performs photocopying.
 - (3) Information Center Resource Database and Report Database printouts: \$0.15 per page plus staff time.
 - (4) Cancellation Fee for failure to give twenty-four (24) hours advance notice of cancellation of scheduled In-House Records Search appointment: \$50.00 per appointment.
- (D) Priority Response: Total cost of Information Center services rendered plus 50% of total cost; Information Center should be contacted to determine response time.
- (E) Emergency Response: Total cost of Information Center services rendered plus 100% of total cost; fee applies to a request made by a government agency or representative in response to a specific, identified emergency incident; Information Center should be contacted to determine response time.
- (F) Listing in Historical Resources Consultants List: \$150.00 per person per year.

NOTE The Access Fee for an In-House Records Search may be waived for research that is unrelated to compliance with requirements of such laws as, but not limited to, the National Environmental Policy Act, National Historic Preservation Act, Native American Graves and Repatriation Act, California Environmental Quality Act, and California Forest Practice Act, and of local ordinances affecting construction permits, and other land development actions, and mitigation of adverse impacts to historical resources.

SECTION IX: INFORMATION CENTER HOURS

Each CHRIS Information Center shall maintain workday office hours of not less than twenty (20) hours per week throughout the year, except in those instances when an Information Center or its host institution closes the facility for holidays or emergencies. Information Centers shall, on an appointment basis, permit qualified individuals to conduct In-House Records Searches as specified in Section VI of this Manual. Information Center office hours shall be provided to the OHP and posted at the Center. Information Center staff shall be present when other individuals are in the Center.

SECTION X: EXCLUSIONARY AND MISCELLANEOUS ACTIVITIES

- (A) Information Center Coordinators and staff shall not implement rules of operation contravening those specified in this Manual.
- (B) As a function of providing CHRIS services, the Coordinator and staff of an Information Center shall not evaluate or remark upon the quality or findings of reports regarding historical resources within the county or counties the Information Center serves.
- (C) Information Center Coordinators and staff shall not solicit business for any historical resources consultant or consulting firm, or other commercial enterprise.
- (D) Information Center Coordinators and staff who prepare and sign Information Center correspondence recommending historical resources inventory, evaluation, or mitigation studies shall not conduct or receive payment for participating in the recommended work.
- (E) Information Center Coordinators and staff shall not use the title and letterhead of the CHRIS or the Information Center without written authorization of the SHPO.
- (F) Any publication produced by an Information Center shall contain the following statement.

This publication was financed in part with federal funds from the National Park Service, United States Department of the Interior, under the National Preservation Act of 1966 (as amended), through the California Office of Historic Preservation. Its contents do not necessarily reflect the views or policies of the Department of the Interior, the Office of Historic Preservation, or all CHRIS Information Centers, nor does mention of trade names or commercial products constitute endorsement or recommendation of them by the Department of the Interior, the Office of Historic Preservation, or the CHRIS Information Centers.

Appendix 1

California Historical Resources Information System
Information Center Rules of Operation Manual

COUNTY ABBREVIATIONS AND CODES

COUNTY	PRIMARY NUMBER CODE	TRINOMIAL CODE	REPORT NUMBER CODE		COUNTY	PRIMARY NUMBER CODE	TRINOMIAL CODE	REPORT NUMBER CODE
ALAMEDA	01	ALA	AA		ORANGE	30	ORA	OR
ALPINE	02	ALP	AP		PLACER	31	PLA	PL
AMADOR	03	AMA	AM		PLUMAS	32	PLU	PU
BUTTE	04	BUT	BT		RIVERSIDE	33	RIV	RI
CALAVERAS	05	CAL	CA		SACRAMENTO	34	SAC	SA
COLUSA	06	COL	CO		SAN BENITO	35	SBN	SN
CONTRA COSTA	07	CCO	CC		SAN BERNARDINO	36	SBR	SB
DEL NORTE	08	DNO	DN		SAN DIEGO	37	SDI	SD
EL DORADO	09	ELD	ED		SAN FRANCISCO	38	SFR	SF
FRESNO	10	FRE	FR		SAN JOAQUIN	39	SJO	SJ
GLENN	11	GLE	GL		SAN LUIS OBISPO	40	SLO	SL
HUMBOLDT	12	HUM	HU		SAN MATEO	41	SMA	SM
IMPERIAL	13	IMP	IM		SANTA BARBARA	42	SBA	SR
INYO	14	INY	IN		SANTA CLARA	43	SCL	SC
KERN	15	KER	KE		SANTA CRUZ	44	SCR	SZ
KINGS	16	KIN	KI		SHASTA	45	SHA	SH
LAKE	17	LAK	LK		SIERRA	46	SIE	SE
LASSEN	18	LAS	LS		SISKIYOU	47	SIS	SI
LOS ANGELES	19	LAN	LA		SOLANO	48	SOL	SO
MADERA	20	MAD	MA		SONOMA	49	SON	SX
MARIN	21	MRN	MR		STANISLAUS	50	STA	ST
MARIPOSA	22	MRP	MP		SUTTER	51	SUT	SU
MENDOCINO	23	MEN	MD		TEHAMA	52	TEH	TE
MERCED	24	MER	ME		TRINITY	53	TRI	TR
MODOC	25	MOD	MO		TULARE	54	TUL	TU
MONO	26	MNO	MN		TUOLUMNE	55	TUO	TO
MONTEREY	27	MNT	MT		VENTURA	56	VEN	VN
NAPA	28	NAP	NA		YOLO	57	YOL	YO
NEVADA	29	NEV	NE		YUBA	58	YUB	YU

Appendix 2

California Historical Resources Information System
Information Center Rules of Operation Manual

PROFESSIONAL QUALIFICATIONS STANDARDS

Archeology and Historical Preservation: Secretary of the Interior's Standards and Guidelines

Quoted from: Federal Register, Thursday, September 29, 1983, Part IV, Department of the Interior, National Park Service, Archeology and Historical Preservation: Secretary of the Interior's Standards and Guidelines (Vol.48, No.190:44738-44739).

The following requirements are those used by the National Park Service, and have been previously published in the Code of Federal Regulations, 36 CFR Part 61. The qualifications define minimum education and experience required to perform identification, evaluation, registration, and treatment activities. In some cases, additional areas or levels of expertise may be needed, depending on the complexity of the task and the nature of the historical properties involved. In the following definitions, a year of full-time professional experience need not consist of a continuous year of full-time work but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent of a year of full-time experience.

History

The minimum professional qualifications in history are a graduate degree in history or closely related field; or a bachelor's degree in history or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historical organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

Archeology

The minimum professional qualifications in archeology are a graduate degree in archeology, anthropology, or closely related field plus:

1. At least one year of full-time professional experience or equivalent specialized training in archeological research, administration or management;
2. At least four months of supervised field and analytic experience in general North American archeology; and
3. Demonstrated ability to carry research to completion.

In addition to these minimum qualifications, a professional in prehistoric archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the prehistoric period. A professional in historical archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the historical period.

Appendix 2 (continued)

California Historical Resources Information System Information Center Rules of Operation Manual

Architectural History

The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historical preservation or closely related field, with coursework in American architectural history; or a bachelor's degree in architectural history, art history, historical preservation or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

Architecture

The minimum professional qualifications in architecture are a professional degree in architecture plus at least two years of full-time experience in architecture; or a State license to practice architecture.

Historical Architecture

The minimum professional qualifications historical in architecture [in historical architecture] are a professional degree in architecture or a State license to practice architecture, plus one of the following:

1. At least one year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field; or
2. At least one year of full-time professional experience on historical preservation projects.

Such graduate study or experience shall include detailed investigations of historical structures, preparation of historical structures research reports, and preparation of plans and specifications for preservation projects.

California State Personnel Board Specification State Historian Series Specification (Established June 7, 1979) Excerpt

State Historian II

Definition of Level

This is the full journey level class. Under direction, incumbents perform the more difficult or varied work in performing basic historical research and cultural resource management activities; may act in a lead capacity; may train and direct subordinates staff; may train other personnel (including personnel in other State, Federal and local agencies) in historical research methods and cultural resource management techniques; may select and evaluate the performance of grant projects; may budget, administer, and expend Federal and State funds; and do other related work.

Appendix 2 (continued)

California Historical Resources Information System Information Center Rules of Operation Manual

Minimum Qualifications

Equivalent to graduation from college with major course work in history, historical sites research, cultural resources management, architectural history, or a closely related field in which historical methods and techniques are employed. (Additional qualifying experience may be substituted for the required education on a year-for-year basis for up to two years.)

In addition, either

1. Three years of experience in research, cultural resources management, or museum work in connection with historical reports, projects, buildings, or museums; or
2. Three years of experience in the teaching of California history at the high school or college level.

(Graduate work in history, historical sites research, cultural resources management, architectural history or a closely related field, in which historical methods and techniques are employed, may be substituted for not more than one year of the required experience on a year-for-year basis.)

Associate State Archeologist

Definition of Level

This is the full journey level. Under general direction, incumbents perform the more difficult or varied work of archeological investigation and cultural resource management; incumbents direct and coordinate major archeological excavation projects; provide research data and advice; prepare and submit project budget requests; prepare scientific publications; may act in a lead capacity; may train departmental staff as well as other personnel (including personnel in other State, Federal and local agencies) in archeological methods and cultural resource management techniques; may budget and administer Federal and State funds; represent the Department in cultural resource matters at meetings with governmental entities, educational institutions, and other groups; and do other related work.

Minimum Qualifications

Equivalent to graduation from college with major course work in archeology or anthropology. (A graduate degree in archeology or anthropology, may be substituted for up to one year of the required general experience and one year of required experience equivalent to Range B.)

In addition, either

1. Three years of increasingly responsible professional experience in research, writing, or project supervision in archeological investigation or cultural resource management and protection programs; or
2. Three years of experience in the teaching of California history at the high school or college level.

Appendix 3

California Historical Resources Information System
Information Center Rules of Operation Manual

STATEMENT OF QUALIFICATIONS FOR ACCESS TO CHRIS CONFIDENTIAL INFORMATION

The purpose of this form is to identify the professional qualifications standards under which an individual establishes eligibility for access to CHRIS Confidential Information as specified in Sections II and III and Appendix 2 of the CHRIS Information Center Rules of Operation Manual.

This Statement of Qualifications and a copy of the individual's professional curriculum vitae shall be filed at each CHRIS Information Center from which CHRIS Confidential Information is obtained. This Statement need only be submitted once to an Information Center.

Name: _____

Affiliation: _____

Address: _____ City/State/Zip: _____

Telephone: _____ Email: _____ Fax: _____

Secretary of Interior Standards (check applicable disciplines):

_____ Archaeology

_____ Architectural History

_____ Architecture

_____ Historical Architecture

_____ History

California State Personnel Board Specifications (check applicable positions):

_____ Associate State Archaeologist

_____ State Historian II

I understand that by signing this Statement of Qualifications I attest to my professional qualifications for access to CHRIS confidential information. I understand that any misrepresentation of facts herein shall result in denial of my access to CHRIS confidential information.

Signature

Date

Appendix 4

California Historical Resources Information System
Information Center Rules of Operation Manual

ACCESS AGREEMENT

Number: _____

I, the undersigned, have been granted access to historical resources information on file at the _____
_____ Information Center of the California Historical Resources Information System.

I understand that any CHRIS Confidential Information I receive shall not be disclosed to individuals who do not qualify for access to such information, as specified in Section III(A-E) of the CHRIS Information Center Rules of Operation Manual, or in publicly distributed documents without written consent of the Information Center Coordinator.

I agree to submit historical Resource Records and Reports based in part on the CHRIS information released under this Access Agreement to the Information Center within sixty (60) calendar days of completion.

I agree to pay for CHRIS services provided under this Access Agreement within sixty (60) calendar days of receipt of billing.

I understand that failure to comply with this Access Agreement shall be grounds for denial of access to CHRIS Information.

Print Name: _____ Date: _____

Signature: _____

Affiliation: _____

Address: _____ City/State/Zip: _____

Billing Address (if different from above): _____

Telephone: _____ Fax: _____ Email: _____

Purpose of Access: _____

Reference (project name or number, title of study, and street address if applicable): _____

County: _____ Township/Range/Section or UTM: _____

USGS 7.5' Quad: _____

Appendix 5

California Historical Resources Information System
Information Center Rules of Operation Manual

CONFIDENTIAL RECORDS SEARCH REQUEST FORM

Date: _____ Access Agreement Number: _____

TO: _____ Information Center

Name: _____

Affiliation: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Phone: _____ Cell Phone: _____ Fax: _____

Project Name / Reference: _____

Project Street Address: _____

Project Description: _____

County: _____

USGS 7.5' Quad: _____

Township/Range/Section or UTM: _____

PRIORITY RESPONSE (Additional Fee): yes / no

EMERGENCY RESPONSE (Additional Fee): yes / no

TOTAL FEE NOT TO EXCEED: \$ _____

Special Instructions: _____

Appendix 5 (continued)

California Historical Resources Information System Information Center Rules of Operation Manual

Include the following information (check as necessary) for the records search area shown on the attached map. Any selection left unmarked will be considered a "0" or a "no. "

Map of Resource Locations:	within search area	<input type="checkbox"/> yes	<input type="checkbox"/> no
	within <input type="text"/> mi radius	<input type="checkbox"/> yes	<input type="checkbox"/> no
Resource Database Printout:	within search area	<input type="checkbox"/> yes	<input type="checkbox"/> no
	within <input type="text"/> mi radius	<input type="checkbox"/> yes	<input type="checkbox"/> no
Copy of Resource Records:	within search area	<input type="checkbox"/> yes	<input type="checkbox"/> no
	within <input type="text"/> mi radius	<input type="checkbox"/> yes	<input type="checkbox"/> no
Map of Report Locations:	within search area	<input type="checkbox"/> yes	<input type="checkbox"/> no
	within <input type="text"/> mi radius	<input type="checkbox"/> yes	<input type="checkbox"/> no
Report Database Printout:	within search area	<input type="checkbox"/> yes	<input type="checkbox"/> no
	within <input type="text"/> mi radius	<input type="checkbox"/> yes	<input type="checkbox"/> no
Copy of Entire Report:	within search area	<input type="checkbox"/> yes	<input type="checkbox"/> no
	within <input type="text"/> mi radius	<input type="checkbox"/> yes	<input type="checkbox"/> no
Copy of Title Page Only:	within search area	<input type="checkbox"/> yes	<input type="checkbox"/> no
	within <input type="text"/> mi radius	<input type="checkbox"/> yes	<input type="checkbox"/> no

		<u>REVIEW</u>	<u>PROVIDE DOCUMENTATION</u>
OHP Historic Properties Directory*:	within search area	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
	within <input type="text"/> mi radius	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
OHP Archaeological Determinations of Eligibility:	within search area	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
	within <input type="text"/> mi radius	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
<i>California Inventory of Historical Resources (1976):</i>	within search area	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
	within <input type="text"/> mi radius	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no

*Includes, but not limited to, information regarding National Register of Historic Places, California Register of Historical Resources, California State Historical Landmarks, California State Points of Historical Interest, and historic building surveys.

Listed below are sources of additional information that may be available at the Information Center. Indicate if a review and documentation of any of the following types of information is requested.

Caltrans Bridge Survey	<input type="checkbox"/> yes	<input type="checkbox"/> no
Ethnographic Information	<input type="checkbox"/> yes	<input type="checkbox"/> no
Historical Literature	<input type="checkbox"/> yes	<input type="checkbox"/> no
Historical Maps	<input type="checkbox"/> yes	<input type="checkbox"/> no
Local Inventories	<input type="checkbox"/> yes	<input type="checkbox"/> no
Plat Maps	<input type="checkbox"/> yes	<input type="checkbox"/> no
Shipwreck Inventory	<input type="checkbox"/> yes	<input type="checkbox"/> no
Soil Survey Maps	<input type="checkbox"/> yes	<input type="checkbox"/> no

Appendix 6

California Historical Resources Information System Information Center Rules of Operation Manual

HISTORICAL RESOURCES CONSULTANTS LIST APPLICATION: ARCHAEOLOGY

This form shall be completely filled out and accompanied by the applicant's professional curriculum vitae and a completed Consultants List Format and Fee Worksheet (see Appendix 11 of the CHRIS Information Center Rules of Operation Manual).

Name: _____ Date: _____

Affiliation: _____

Address: _____

City/State/Zip: _____

Email: _____

Phone: _____ Cell Phone: _____ Fax: _____

Degree Obtained / Discipline: _____

Thesis Title: _____

Date: _____ Institution: _____

Minimum professional qualifications in Archaeology are a graduate degree in archaeology, anthropology, or closely related field plus:

1. At least one year of full-time professional experience or equivalent specialized training in archaeological research, administration, or management.

Experience: _____

Dates: _____

Duration (wks/mos): _____ Total (at least 1 year): _____

Reference(s) (Supervisor) - Name, Institution, Phone Number, and Email: _____

2. At least four months of supervised field and analytical experience in general North American Archaeology.

Experience: _____

Dates: _____

Duration (wks/mos): _____ Total (at least 4 mos.): _____

Reference(s) (Supervisor) - Name, Institution, Phone Number, and Email: _____

3. Demonstrated ability to carry research to completion: _____

Appendix 6 (continued)

California Historical Resources Information System Information Center Rules of Operation Manual

In addition to these minimum qualifications:

A professional in prehistoric archaeology shall have at least one-year full-time professional experience at supervisory level in the study of archaeological resources of the prehistoric period.

Experience: _____

Dates: _____

Duration (wks/mos): _____ Total (at least 1 year): _____

Reference(s) (Supervisor) - Name, Institution, Phone Number, and Email: _____

A professional in historical archaeology shall have at least one-year full-time professional experience at supervisory level in the study of archaeological resources of the historical period.

Experience: _____

Dates: _____

Duration (wks/mos): _____ Total (at least 1 year): _____

Reference(s) (Supervisor) - Name, Institution, Phone Number, and Email: _____

Appendix 7

California Historical Resources Information System
Information Center Rules of Operation Manual

HISTORICAL RESOURCES CONSULTANTS LIST APPLICATION: ARCHITECTURAL HISTORY

This form shall be completely filled out and accompanied by the applicant's professional curriculum vitae and a completed Consultants List Format and Fee Worksheet (see Appendix 11 of the CHRIS Information Center Rules of Operation Manual).

Name: _____ Date: _____

Affiliation: _____

Address: _____

City/State/Zip: _____

Email: _____

Phone: _____ Cell Phone: _____ Fax: _____

Degree Obtained / Discipline: _____

Thesis Title: _____

Date: _____ Institution: _____

Minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historical preservation or closely related field, with course work in American architectural history; or a bachelor's degree in architectural, art history, historical preservation or closely related field, plus one of the following:

1. At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or government agency, museum, or other professional institution.

Experience: _____

Dates: _____

Duration (wks/mos): _____ Total (at least 2 years): _____

Reference(s) (Supervisor) - Name, Institution, Phone Number, and Email: _____

2. Or, substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

Citation: _____

Appendix 8

California Historical Resources Information System
Information Center Rules of Operation Manual

HISTORICAL RESOURCES CONSULTANTS LIST APPLICATION: ARCHITECTURE

This form shall be completely filled out and accompanied by the applicant's professional curriculum vitae and a completed Consultants List Format and Fee Worksheet (see Appendix 11 of the CHRIS Information Center Rules of Operation Manual).

Name: _____ Date: _____

Affiliation: _____

Address: _____

City/State/Zip: _____

Email: _____

Phone: _____ Cell Phone: _____ Fax: _____

California Architectural License #: _____

Minimum professional qualification in Architecture in the State of California is a State License to practice architecture.

Appendix 9

California Historical Resources Information System
Information Center Rules of Operation Manual

HISTORICAL RESOURCES CONSULTANTS LIST APPLICATION: HISTORIC ARCHITECTURE

This form shall be completely filled out and accompanied by the applicant's professional curriculum vitae and a completed Consultants List Format and Fee Worksheet (see Appendix 11 of the CHRIS Information Center Rules of Operation Manual).

Name: _____ Date: _____

Affiliation: _____

Address: _____

City/State/Zip: _____

Email: _____

Phone: _____ Cell Phone: _____ Fax: _____

California Architectural License #: _____

Minimum professional qualification in Architecture in the State of California is a State License to practice architecture. Minimum professional qualification in Historical Architecture also includes one of the following.

1. At least one year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field:

Degree: _____ Date: _____

Department: _____ Institution: _____

Thesis Title: _____

2. Or at least one year of full-time professional experience on historical preservation projects:

Experience: _____

Dates: _____

Duration (wks/mos): _____ Total (at least 1 year): _____

Reference(s) (Supervisor) - Name, Institution, Phone Number, and Email: _____

Appendix 10

California Historical Resources Information System
Information Center Rules of Operation Manual

HISTORICAL RESOURCES CONSULTANTS LIST APPLICATION: HISTORY

This form shall be completely filled out and accompanied by the applicant's professional curriculum vitae and a completed Consultants List Format and Fee Worksheet (see Appendix 11 of the CHRIS Information Center Rules of Operation Manual).

Name: _____ Date: _____

Affiliation: _____

Address: _____

City/State/Zip: _____

Email: _____

Phone: _____ Cell Phone: _____ Fax: _____

Degree Obtained / Discipline: _____

Thesis Title: _____

Date: _____ Institution: _____

Minimum professional qualifications in history are a graduate degree in history or closely related field; or a bachelor's degree in history or closely related field, plus one of the following:

1. At least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historical organization or government agency, museum, or other professional institution.

Experience: _____

Dates: _____

Duration (wks/mos): _____ Total (at least 2 years): _____

Reference(s) (Supervisor) - Name, Institution, Phone Number, and Email: _____

2. Or substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

Citation: _____

Appendix 11

California Historical Resources Information System
Information Center Rules of Operation Manual

HISTORICAL RESOURCES CONSULTANTS LIST FORMAT AND FEE WORKSHEET

This worksheet shall be completely filled out and accompany the Historical Resources Consultants List Application(s) for listing requested under the discipline(s) checked below (see Appendices 6-10 of the CHRIS Information Center Rules of Operation Manual). The fee for listing is \$150.00 per person per year. Payment for listing shall be included with the Consultants List Application(s) and this worksheet.

Requested Listing Format. Choose one of the following formats for your listing: (1) by applicant name only; (2) by applicant name followed by consulting firm; or (3) by consulting firm followed by applicant name.

Name or Firm (Line 1): _____

Firm or Name (Line 2): _____

Mailing Address (Line 3): _____

City/State/Zip (Line 4): _____

Phone (Line 5): _____

Cell Phone (Line 6): _____

Fax (Line 7): _____

Email (Line 8): _____

Website (Line 9): _____

Discipline (check all that apply): ☐ Archaeology ☐ Architectural History
 ☐ Architecture ☐ Historic Architecture ☐ History

Counties (check as applicable): ☐ All 58 counties

<input type="checkbox"/> Alameda	<input type="checkbox"/> Imperial	<input type="checkbox"/> Modoc	<input type="checkbox"/> San Francisco	<input type="checkbox"/> Sonoma
<input type="checkbox"/> Alpine	<input type="checkbox"/> Inyo	<input type="checkbox"/> Mono	<input type="checkbox"/> San Joaquin	<input type="checkbox"/> Stanislaus
<input type="checkbox"/> Amador	<input type="checkbox"/> Kern	<input type="checkbox"/> Monterey	<input type="checkbox"/> San Luis Obispo	<input type="checkbox"/> Sutter
<input type="checkbox"/> Butte	<input type="checkbox"/> Kings	<input type="checkbox"/> Napa	<input type="checkbox"/> San Mateo	<input type="checkbox"/> Tehama
<input type="checkbox"/> Calaveras	<input type="checkbox"/> Lake	<input type="checkbox"/> Nevada	<input type="checkbox"/> Santa Barbara	<input type="checkbox"/> Trinity
<input type="checkbox"/> Colusa	<input type="checkbox"/> Lassen	<input type="checkbox"/> Orange	<input type="checkbox"/> Santa Clara	<input type="checkbox"/> Tulare
<input type="checkbox"/> Contra Costa	<input type="checkbox"/> Los Angeles	<input type="checkbox"/> Placer	<input type="checkbox"/> Santa Cruz	<input type="checkbox"/> Tuolumne
<input type="checkbox"/> Del Norte	<input type="checkbox"/> Madera	<input type="checkbox"/> Plumas	<input type="checkbox"/> Shasta	<input type="checkbox"/> Ventura
<input type="checkbox"/> El Dorado	<input type="checkbox"/> Marin	<input type="checkbox"/> Riverside	<input type="checkbox"/> Sierra	<input type="checkbox"/> Yolo
<input type="checkbox"/> Fresno	<input type="checkbox"/> Mariposa	<input type="checkbox"/> Sacramento	<input type="checkbox"/> Siskiyou	<input type="checkbox"/> Yuba
<input type="checkbox"/> Glenn	<input type="checkbox"/> Mendocino	<input type="checkbox"/> San Bernardino	<input type="checkbox"/> Solano	
<input type="checkbox"/> Humboldt	<input type="checkbox"/> Merced	<input type="checkbox"/> San Diego		

Total enclosed: \$150.00

Please make checks payable to UC Regents.

Submit completed worksheet, Historical Resource Consultants List Application(s), and remittance to:
Coordinator, Eastern Information Center, c/o Dept. of Anthropology, University of California Riverside,
Riverside, CA 92521-0418.

GLOSSARY

California Historical Resources Information System Information Center Rules of Operation Manual

Archaeological Resources. As used in this Manual, term refers to historical properties recorded as comprising physical remains of past human activity and are included under the broader definition of historical resources. Pursuant to federal (National Historic Preservation Act, 16 U.S.C. 470w-3[a]) and state (California Government Code § 6254.10) law, information within the CHRIS pertaining to historical resources identified as of an archaeological nature is managed as confidential, with access to and release of said information determined as specified in Section III of this Manual.

California Historical Resource Status Code. Denotes the status of a historical resources property relative to evaluations of its historical significance. Codes indicate whether a property is listed in, has been determined eligible or ineligible for listing in, or appears eligible for listing in the National Register of Historic Places or California Register of Historical Resources, has been recognized as historically significant by a local government, has not been evaluated, or needs re-evaluation. Multiple codes may apply to a single property (see *User's Guide to the California Historical Resource Status Codes & Historic Resources Inventory Directory* [OHP 2004, Technical Assistance Bulletin #8]).

California Historical Resources Information System (CHRIS). A cooperative partnership between the SHRC, OHP, and regional CHRIS Information Centers, the CHRIS is the statewide organization for managing information related to historical resources in California. This information constitutes the CHRIS Inventory.

California Inventory of Historical Resources (OHP 1976). An OHP inventory of historical resources in California compiled in response to the National Historic Preservation Act of 1966. This inventory was published in March, 1976, and lists historical resources identified by the OHP as of September 1, 1975.

California Register of Historical Resources (CRHR). A listing of significant historical resources in California (California Public Resources Code § 5024.1 et seq. and Title 14, California Code of Regulations § 4850 et seq.).

California State Historical Landmarks (SHL). A state historical resources registration program to recognize historical resources with regional and statewide significance to the history of California (California Public Resources Code § 5021).

California State Points of Historical Interest (SPHI). A state historical resources registration program that provides recognition to historical resources significant at a county or regional level, but do not qualify for designation as California State Historical Landmarks (California Public Resources Code § 5021).

CHRIS. California Historical Resources Information System.

CHRIS Confidential Information. Historical resources information in the CHRIS Inventory pertaining to archaeological resources. Pursuant to federal (National Historic Preservation Act, 16 U.S.C. 470w-3[a]) and state (California Government Code § 6254.10) law, this information is managed as confidential. Rules governing access to and release of CHRIS Confidential Information are specified in Section III of this Manual.

CHRIS Coordinator. The OHP staff member(s) designated by the SHPO to coordinate activities of the CHRIS Information Centers.

CHRIS Information Center. Regional branch of the CHRIS. Manages the CHRIS Inventory with respect to specific counties and provides information and recommendations regarding historical resources on a fee-for-service basis. Individual Information Centers also participate in programs to promote historic preservation and support public education in archaeology, architectural history, history, and laws and regulations pertaining to historical resources.

GLOSSARY (cont.)

California Historical Resources Information System
Information Center Rules of Operation Manual

CHRIS Information Center Coordinator. The individual with primary responsibility to direct activities of a CHRIS Information Center. An Information Center Coordinator shall meet the Secretary of Interior's Standards (36 CFR 61) as an archaeologist, architectural historian, or historian.

CHRIS Inventory. The inclusive statewide inventory of information related to historical resources in California. Managed by the regional CHRIS Information Centers and OHP, the CHRIS Inventory consists of information in the form of records, reports, maps, and other documents and materials.

CHRIS Non-Confidential Information. Historical resources information in the CHRIS Inventory not pertaining to archaeological resources is managed as non-confidential, with access to and release of said information determined as specified in Section III of this Manual.

DPR. California Department of Parks and Recreation.

Historic Context. "An organizing structure for interpreting history that groups information about historic properties which share a common theme, common geographical location, and common time period. The development of historic contexts is the foundation for decisions about the planning, identification, evaluation, registration, and treatment of historic properties, based upon comparative significance."⁴

Historical. Term used commonly in reference to historical resources associated with non-indigenous peoples. May also refer to historical resources associated with Native Americans after arrival of non-indigenous peoples in California.

Historical Resources. As used in this Manual, buildings, structures, objects, sites, landscapes, districts, and all manner of properties associated with past human activities. Historical resources in the CHRIS Inventory include those that have and those that have not undergone formal evaluation by federal, state, or local government agencies with respect to their historical significance.

In-House Records Search. A Records Search conducted in person at a CHRIS Information Center by an individual(s) who qualifies for access to CHRIS Confidential Information as specified in Sections III and VI of this Manual.

National Register of Historic Places (NRHP). A federal listing of significant national, state, and local historical resources (National Historical Preservation Act, 16 U.S.C. 470 et seq.).

OHP. California Office of Historic Preservation.

OHP Archaeological Determinations of Eligibility (ADOE). A list of archaeological resources submitted to the OHP for review. This list is derived from the OHP Historic Resources Inventory.

OHP Historic Properties Directory (HPD). An OHP list of districts, historical buildings, structures, and objects in California. The Historic Properties Directory includes, but is not limited to, information regarding a property with respect to the California Register of Historical Resources, California State Historical Landmarks, California State Points of Historical Interest, and the National Register of Historic Places. This list is derived from the OHP Historic Resources Inventory.

OHP Historic Resources Inventory (HRI). The portion of the CHRIS Inventory maintained by the OHP. It includes, but is not limited to, information relating to historical resources identified and evaluated through one of the programs the OHP administers under the National Historic Preservation Act and California Public Resources Code.

Prehistoric. Term used commonly in reference to historical resources associated with Native Americans prior to the arrival of non-indigenous peoples in California.

⁴ U.S. Department of Interior, National Park Service, National Register of Historic Place, *How to Complete the National Register Registration Form*, (1977, revised 1997), Appendix IV:2.

GLOSSARY (cont.)

California Historical Resources Information System
Information Center Rules of Operation Manual

Primary Number. A unique, alphanumeric, CHRIS designation for a Resource Record. A Primary Number consists of the letter P (for Primary Number), the two-digit code for the relevant county (see Appendix 1 of this Manual), and a sequentially assigned six-digit number (e.g., P-33-000010 refers to the tenth Primary Number assigned in Riverside County).

Records Search. A review of historical resources information on file at a CHRIS Information Center regarding a specific geographic area. There are three categories of records searches: confidential; non-confidential; and as specified under a memorandum of agreement. Records searches may be conducted by Information Center staff or in person by an individual(s) who qualifies for access to CHRIS Confidential Information as specified in Section III of this Manual.

Region. As used in this Manual, term refers to the specific California county or counties for which a CHRIS Information Center serves as access to and manager of the CHRIS Inventory.

Report. A document, other than a Resource Record, pertaining to historical resources. Each Report in the CHRIS Inventory is assigned a unique Report Number by the relevant CHRIS Information Center.

Report Database. A bibliographic database of Reports in the CHRIS Inventory at a CHRIS Information Center and includes, as specified in Section V(D) of this Manual, such information as Report Number, author(s), year of publication, title, type of Report, Report Location Map(s), and Primary Numbers of historical resources addressed in a Report.

Report Location Map. A United States Geological Survey (USGS) 7.5' topographic quadrangle map on which the locations and boundaries of specific geographic areas investigated with regard to historical resources are delineated

Report Number. A unique, alphanumeric, CHRIS designation for a Report. A Report Number consists of the two-letter code for the relevant county (see Appendix 1 of this Manual) and a sequentially assigned five-digit number (e.g., RI-00010 refers to the tenth Report Number assigned in Riverside County).

Resource Database. A database regarding historical resources in the CHRIS Inventory at a CHRIS Information Center and includes, as specified in Section IV(K) of this Manual, such information as Primary Number, Trinomial, other resource identifier(s), Resource Location Map(s), date(s) recorded, California Historical Resource Status Code, and associated Reports.

Resource Location Map. A United States Geological Survey (USGS) 7.5' topographic quadrangle map on which the locations and boundaries of recorded historical resources are delineated.

Resource Record. A series of recordation forms describing the location and content of a historical resources property. Each Resource Record in the CHRIS Inventory is assigned a unique Primary Number, and may also be assigned a unique Trinomial, by the relevant CHRIS Information Center.

SHPO. California State Historic Preservation Officer.

SHRC. California State Historical Resources Commission.

Trinomial. A unique, alphanumeric, CHRIS designation for a historical resources property recorded as an archaeological site. A Trinomial consists of the two-letter code CA (for California), the three-letter code for the relevant county (see Appendix 1), and a sequentially assigned number (e.g., CA-RIV-3 refers to the third Trinomial assigned in Riverside County). In addition, an Information Center may add a suffix that indicates the presence of "prehistoric" or "historical" materials at a recorded property. Use of this suffix shall be based solely on information provided in Section P6 of the Primary Record (523A), and does not confirm the actual presence of prehistoric or historical materials. The lack of a suffix shall indicate the presence of exclusively prehistoric materials; the suffix H shall indicate the presence of exclusively historical materials; and the suffix /H shall indicate the presence of prehistoric and historical materials. Subsequent recordation may change the suffix assigned.

BLANK FORMS FOR SUBMISSION TO A CHRIS INFORMATION CENTER

The following forms are taken from Appendices 3 through 11 of the CHRIS Information Center Rules of Operation Manual for submission, as necessary, to a CHRIS Information Center.

Statement of Qualifications for Access to CHRIS Confidential Information

Access Agreement

Confidential Records Search Request Form

Historical Resources Consultants List Application: Archaeology

Historical Resources Consultants List Application: Architectural History

Historical Resources Consultants List Application: Architecture

Historical Resources Consultants List Application: Historic Architecture

Historical Resources Consultants List Application: History

Historical Resources Consultants List Format and Fee Worksheet

STATEMENT OF QUALIFICATIONS FOR ACCESS TO CHRIS CONFIDENTIAL INFORMATION

The purpose of this form is to identify the professional qualifications standards under which an individual establishes eligibility for access to CHRIS Confidential Information as specified in Sections II and III and Appendix 2 of the CHRIS Information Center Rules of Operation Manual.

This Statement of Qualifications and a copy of the individual's professional curriculum vitae shall be filed at each CHRIS Information Center from which CHRIS Confidential Information is obtained. This Statement need only be submitted once to an Information Center.

Name: _____

Affiliation: _____

Address: _____ City/State/Zip: _____

Telephone: _____ Email: _____ Fax: _____

Secretary of Interior Standards (check applicable disciplines):

_____ Archaeology

_____ Architectural History

_____ Architecture

_____ Historical Architecture

_____ History

California State Personnel Board Specifications (check applicable positions):

_____ Associate State Archaeologist

_____ State Historian II

I understand that by signing this Statement of Qualifications I attest to my professional qualifications for access to CHRIS confidential information. I understand that any misrepresentation of facts herein shall result in denial of my access to CHRIS confidential information.

Signature

Date

California Historical Resources Information System

ACCESS AGREEMENT

Number: _____

I, the undersigned, have been granted access to historical resources information on file at the _____
_____ Information Center of the California Historical Resources Information System.

I understand that any CHRIS Confidential Information I receive shall not be disclosed to individuals who do not qualify for access to such information, as specified in Section III(A-E) of the CHRIS Information Center Rules of Operation Manual, or in publicly distributed documents without written consent of the Information Center Coordinator.

I agree to submit historical Resource Records and Reports based in part on the CHRIS information released under this Access Agreement to the Information Center within sixty (60) calendar days of completion.

I agree to pay for CHRIS services provided under this Access Agreement within sixty (60) calendar days of receipt of billing.

I understand that failure to comply with this Access Agreement shall be grounds for denial of access to CHRIS Information.

Print Name: _____ Date: _____

Signature: _____

Affiliation: _____

Address: _____ City/State/Zip: _____

Billing Address (if different from above): _____

Telephone: _____ Fax: _____ Email: _____

Purpose of Access: _____

Reference (project name or number, title of study, and street address if applicable): _____

County: _____ Township/Range/Section or UTM's: _____

USGS 7.5' Quad: _____

California Historical Resources Information System

CONFIDENTIAL RECORDS SEARCH REQUEST FORM

Date: _____ Access Agreement Number: _____

TO: _____ Information Center

Name: _____

Affiliation: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Phone: _____ Cell Phone: _____ Fax: _____

Project Name / Reference: _____

Project Street Address: _____

Project Description: _____

County: _____

USGS 7.5' Quad: _____

Township/Range/Section or UTM's: _____

PRIORITY RESPONSE (Additional Fee): yes / no

EMERGENCY RESPONSE (Additional Fee): yes / no

TOTAL FEE NOT TO EXCEED: \$ _____

Special Instructions: _____

California Historical Resources Information System

CONFIDENTIAL RECORDS SEARCH REQUEST FORM (continued)

Include the following information (check as necessary) for the records search area shown on the attached map. Any selection left unmarked will be considered a "0" or a "no."

Map of Resource Locations:	within search area	<input type="checkbox"/> yes	<input type="checkbox"/> no
	within <input type="text"/> mi radius	<input type="checkbox"/> yes	<input type="checkbox"/> no
Resource Database Printout:	within search area	<input type="checkbox"/> yes	<input type="checkbox"/> no
	within <input type="text"/> mi radius	<input type="checkbox"/> yes	<input type="checkbox"/> no
Copy of Resource Records:	within search area	<input type="checkbox"/> yes	<input type="checkbox"/> no
	within <input type="text"/> mi radius	<input type="checkbox"/> yes	<input type="checkbox"/> no
Map of Report Locations:	within search area	<input type="checkbox"/> yes	<input type="checkbox"/> no
	within <input type="text"/> mi radius	<input type="checkbox"/> yes	<input type="checkbox"/> no
Report Database Printout:	within search area	<input type="checkbox"/> yes	<input type="checkbox"/> no
	within <input type="text"/> mi radius	<input type="checkbox"/> yes	<input type="checkbox"/> no
Copy of Entire Report:	within search area	<input type="checkbox"/> yes	<input type="checkbox"/> no
	within <input type="text"/> mi radius	<input type="checkbox"/> yes	<input type="checkbox"/> no
Copy of Title Page Only:	within search area	<input type="checkbox"/> yes	<input type="checkbox"/> no
	within <input type="text"/> mi radius	<input type="checkbox"/> yes	<input type="checkbox"/> no

		<u>REVIEW</u>	<u>PROVIDE DOCUMENTATION</u>
OHP Historic Properties Directory*:	within search area	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
	within <input type="text"/> mi radius	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
OHP Archaeological Determinations of Eligibility:	within search area	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
	within <input type="text"/> mi radius	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
<i>California Inventory of Historical Resources (1976):</i>	within search area	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
	within <input type="text"/> mi radius	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no

*Includes, but not limited to, information regarding National Register of Historic Places, California Register of Historical Resources, California State Historical Landmarks, California State Points of Historical Interest, and historic building surveys.

Listed below are sources of additional information that may be available at the Information Center. Indicate if a review and documentation of any of the following types of information is requested.

Caltrans Bridge Survey	<input type="checkbox"/> yes	<input type="checkbox"/> no
Ethnographic Information	<input type="checkbox"/> yes	<input type="checkbox"/> no
Historical Literature	<input type="checkbox"/> yes	<input type="checkbox"/> no
Historical Maps	<input type="checkbox"/> yes	<input type="checkbox"/> no
Local Inventories	<input type="checkbox"/> yes	<input type="checkbox"/> no
Plat Maps	<input type="checkbox"/> yes	<input type="checkbox"/> no
Shipwreck Inventory	<input type="checkbox"/> yes	<input type="checkbox"/> no
Soil Survey Maps	<input type="checkbox"/> yes	<input type="checkbox"/> no

HISTORICAL RESOURCES CONSULTANTS LIST APPLICATION: ARCHAEOLOGY

This form shall be completely filled out and accompanied by the applicant's professional curriculum vitae and a completed Consultants List Format and Fee Worksheet (see Appendix 11 of the CHRIS Information Center Rules of Operation Manual).

Name: _____ Date: _____

Affiliation: _____

Address: _____

City/State/Zip: _____

Email: _____

Phone: _____ Cell Phone: _____ Fax: _____

Degree Obtained / Discipline: _____

Thesis Title: _____

Date: _____ Institution: _____

Minimum professional qualifications in Archaeology are a graduate degree in archaeology, anthropology, or closely related field plus:

1. At least one year of full-time professional experience or equivalent specialized training in archaeological research, administration, or management.

Experience: _____

Dates: _____

Duration (wks/mos): _____ Total (at least 1 year): _____

Reference(s) (Supervisor) - Name, Institution, Phone Number, and Email: _____

2. At least four months of supervised field and analytical experience in general North American Archaeology.

Experience: _____

Dates: _____

Duration (wks/mos): _____ Total (at least 4 mos.): _____

Reference(s) (Supervisor) - Name, Institution, Phone Number, and Email: _____

3. Demonstrated ability to carry research to completion: _____

HISTORICAL RESOURCES CONSULTANTS LIST APPLICATION: ARCHAEOLOGY (continued)

In addition to these minimum qualifications:

A professional in prehistoric archaeology shall have at least one-year full-time professional experience at supervisory level in the study of archaeological resources of the prehistoric period.

Experience: _____

Dates: _____

Duration (wks/mos): _____ Total (at least 1 year): _____

Reference(s) (Supervisor) - Name, Institution, Phone Number, and Email: _____

A professional in historical archaeology shall have at least one-year full-time professional experience at supervisory level in the study of archaeological resources of the historical period.

Experience: _____

Dates: _____

Duration (wks/mos): _____ Total (at least 1 year): _____

Reference(s) (Supervisor) - Name, Institution, Phone Number, and Email: _____

HISTORICAL RESOURCES CONSULTANTS LIST APPLICATION: ARCHITECTURAL HISTORY

This form shall be completely filled out and accompanied by the applicant's professional curriculum vitae and a completed Consultants List Format and Fee Worksheet (see Appendix 11 of the CHRIS Information Center Rules of Operation Manual).

Name: _____ Date: _____

Affiliation: _____

Address: _____

City/State/Zip: _____

Email: _____

Phone: _____ Cell Phone: _____ Fax: _____

Degree Obtained / Discipline: _____

Thesis Title: _____

Date: _____ Institution: _____

Minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historical preservation or closely related field, with course work in American architectural history; or a bachelor's degree in architectural, art history, historical preservation or closely related field, plus one of the following:

1. At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or government agency, museum, or other professional institution.

Experience: _____

Dates: _____

Duration (wks/mos): _____ Total (at least 2 years): _____

Reference(s) (Supervisor) - Name, Institution, Phone Number, and Email: _____

2. Or, substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

Citation: _____

HISTORICAL RESOURCES CONSULTANTS LIST APPLICATION: ARCHITECTURE

This form shall be completely filled out and accompanied by the applicant's professional curriculum vitae and a completed Consultants List Format and Fee Worksheet (see Appendix 11 of the CHRIS Information Center Rules of Operation Manual).

Name: _____ Date: _____

Affiliation: _____

Address: _____

City/State/Zip: _____

Email: _____

Phone: _____ Cell Phone: _____ Fax: _____

California Architectural License #: _____

Minimum professional qualification in Architecture in the State of California is a State License to practice architecture.

HISTORICAL RESOURCES CONSULTANTS LIST APPLICATION: HISTORIC ARCHITECTURE

This form shall be completely filled out and accompanied by the applicant's professional curriculum vitae and a completed Consultants List Format and Fee Worksheet (see Appendix 11 of the CHRIS Information Center Rules of Operation Manual).

Name: _____ Date: _____

Affiliation: _____

Address: _____

City/State/Zip: _____

Email: _____

Phone: _____ Cell Phone: _____ Fax: _____

California Architectural License #: _____

Minimum professional qualification in Architecture in the State of California is a State License to practice architecture. Minimum professional qualification in Historical Architecture also includes one of the following.

1. At least one year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field:

Degree: _____ Date: _____

Department: _____ Institution: _____

Thesis Title: _____

2. Or at least one year of full-time professional experience on historical preservation projects:

Experience: _____

Dates: _____

Duration (wks/mos): _____ Total (at least 1 year): _____

Reference(s) (Supervisor) - Name, Institution, Phone Number, and Email: _____

HISTORICAL RESOURCES CONSULTANTS LIST APPLICATION: HISTORY

This form shall be completely filled out and accompanied by the applicant's professional curriculum vitae and a completed Consultants List Format and Fee Worksheet (see Appendix 11 of the CHRIS Information Center Rules of Operation Manual).

Name: _____ Date: _____

Affiliation: _____

Address: _____

City/State/Zip: _____

Email: _____

Phone: _____ Cell Phone: _____ Fax: _____

Degree Obtained / Discipline: _____

Thesis Title: _____

Date: _____ Institution: _____

Minimum professional qualifications in history are a graduate degree in history or closely related field; or a bachelor's degree in history or closely related field, plus one of the following:

1. At least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historical organization or government agency, museum, or other professional institution.

Experience: _____

Dates: _____

Duration (wks/mos): _____ Total (at least 2 years): _____

Reference(s) (Supervisor) - Name, Institution, Phone Number, and Email: _____

2. Or substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

Citation: _____

**HISTORICAL RESOURCES CONSULTANTS LIST
FORMAT AND FEE WORKSHEET**

This worksheet shall be completely filled out and accompany the Historical Resources Consultants List Application(s) for listing requested under the discipline(s) checked below (see Appendices 6-10 of the CHRIS Information Center Rules of Operation Manual). The fee for listing is \$150.00 per person per year. Payment for listing shall be included with the Consultants List Application(s) and this worksheet.

Requested Listing Format. Choose one of the following formats for your listing: (1) by applicant name only; (2) by applicant name followed by consulting firm; or (3) by consulting firm followed by applicant name.

Name or Firm (Line 1): _____

Firm or Name (Line 2): _____

Mailing Address (Line 3): _____

City/State/Zip (Line 4): _____

Phone (Line 5): _____

Cell Phone (Line 6): _____

Fax (Line 7): _____

Email (Line 8): _____

Website (Line 9): _____

Discipline (check all that apply): ☐ Archaeology ☐ Architectural History
 ☐ Architecture ☐ Historic Architecture ☐ History

Counties (check as applicable): ☐ All 58 counties

<input type="checkbox"/> Alameda	<input type="checkbox"/> Imperial	<input type="checkbox"/> Modoc	<input type="checkbox"/> San Francisco	<input type="checkbox"/> Sonoma
<input type="checkbox"/> Alpine	<input type="checkbox"/> Inyo	<input type="checkbox"/> Mono	<input type="checkbox"/> San Joaquin	<input type="checkbox"/> Stanislaus
<input type="checkbox"/> Amador	<input type="checkbox"/> Kern	<input type="checkbox"/> Monterey	<input type="checkbox"/> San Luis Obispo	<input type="checkbox"/> Sutter
<input type="checkbox"/> Butte	<input type="checkbox"/> Kings	<input type="checkbox"/> Napa	<input type="checkbox"/> San Mateo	<input type="checkbox"/> Tehama
<input type="checkbox"/> Calaveras	<input type="checkbox"/> Lake	<input type="checkbox"/> Nevada	<input type="checkbox"/> Santa Barbara	<input type="checkbox"/> Trinity
<input type="checkbox"/> Colusa	<input type="checkbox"/> Lassen	<input type="checkbox"/> Orange	<input type="checkbox"/> Santa Clara	<input type="checkbox"/> Tulare
<input type="checkbox"/> Contra Costa	<input type="checkbox"/> Los Angeles	<input type="checkbox"/> Placer	<input type="checkbox"/> Santa Cruz	<input type="checkbox"/> Tuolumne
<input type="checkbox"/> Del Norte	<input type="checkbox"/> Madera	<input type="checkbox"/> Plumas	<input type="checkbox"/> Shasta	<input type="checkbox"/> Ventura
<input type="checkbox"/> El Dorado	<input type="checkbox"/> Marin	<input type="checkbox"/> Riverside	<input type="checkbox"/> Sierra	<input type="checkbox"/> Yolo
<input type="checkbox"/> Fresno	<input type="checkbox"/> Mariposa	<input type="checkbox"/> Sacramento	<input type="checkbox"/> Siskiyou	<input type="checkbox"/> Yuba
<input type="checkbox"/> Glenn	<input type="checkbox"/> Mendocino	<input type="checkbox"/> San Bernardino	<input type="checkbox"/> Solano	
<input type="checkbox"/> Humboldt	<input type="checkbox"/> Merced	<input type="checkbox"/> San Diego		

Total enclosed: \$150.00

Please make checks payable to UC Regents.

Submit completed worksheet, Historical Resource Consultants List Application(s), and remittance to:
Coordinator, Eastern Information Center, c/o Dept. of Anthropology, University of California Riverside,
Riverside, CA 92521-0418.